

MILPERSMAN 1306-1706

AVAILABILITY PROCESSING - CLASS "H" - HUMANITARIAN TOUR RELEASES

Responsible Office	NAVPERSCOM (PERS-40GG)	Phone	DSN: Com: Fax:	882-3779 (901) 874-3779 874-2647
NAVPERSCOM CUSTOMER SERVICE CENTER		Phone: Toll Free	1-866-U ASK NPC	

1. **Class "H" - Humanitarian Tour Releases:** Pertains to personnel who are completing humanitarian tour assignments (HUMS). Refer to MILPERSMAN 1300-500 for guidelines concerning humanitarian reassignment and extensions.

2. **Responsibility**

a. **Shore Activities (Duty Type 1, 3, or 6 as provided in MILPERSMAN 1306-102).** The servicing personnel support detachment (PERSUPP DET) or customer service desk has sole responsibility to submit an availability report (AVAIL), except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series.

b. **Non-shore and Operational Activities (Duty Type 2 or 4 as provided in MILPERSMAN 1306-102).** The servicing PERSUPP DET or personnel office (as applicable) has sole responsibility to submit AVAILs, except as otherwise indicated under various MILPERSMAN articles in the 1306-1700 series, if a member requires reassignment before their established projected rotation date.

3. **Report Submissions.** AVAILs will be submitted using the Navy Standard Integrated Processing System. Submit an AVAIL 6 weeks prior to HUMS tour completion, unless the member has submitted a written request to Navy Personnel Command (NAVPERSCOM), AVAILs Program Manager (PERS-40HH) for a HUMS extension. In this instance, an AVAIL will be submitted if the HUMS extension is denied.

4. **Listing of Availability Codes.** The following table lists all class "H" availability codes and their descriptions. Ensure

appropriate remarks are provided per MILPERSMAN 1306-1714, and proper format and method are used per MILPERSMAN 1306-1715.

Code	Description	Notes
HA	E-1 through E-3 non-rated or undesignated personnel.	1
HD	All other personnel.	1

Note 1: For individuals with less than 24 months obligated service (OBLISERV), include in the availability remarks section the member's OBLISERV intentions (e.g., "Will OBLISERV for ____ months" or "Will not OBLISERV").